

## Employment System Changes for Applicants - February 2006

Please note the following changes will take place as part of the February 22<sup>nd</sup> updates to the Employment system:

- 1) If you are an employee you will have the ability to access the Opportunities For Advancement to view and/or apply to internal postings from your home computer or any other remote location on the Internet.

Your account profile in the system must contain your Employee ID number to be recognized as an employee. A verification process will be performed to recognize eligible employees.

- 2) We have added a feature to allow you to be considered for additional positions beyond the ones that you apply directly for. You have the option to modify your account profile to not be considered for other positions than to which you've applied. By default you will be open for such consideration and no action is required. Should you desire to opt out you will find the box labeled "**Check this box if you DO NOT want to be referred to other positions**" at the bottom of your account profile page, where you can click on the box to indicate your preference. If you later change your mind you may unselect the box and resubmit your account profile change at any time.

NOTE: HR Staff may recognize applicants from one job posting as qualified for currently posted City positions other than the ones you applied for. To make sure that you are considered, you should still apply directly to positions when they are advertised.

- 3) A timeout warning message will now appear 5 minutes before the 30 minute period of inactivity expires, and the system logs you off. Inactivity refers to a web page not being processed by clicking an action button (e.g. CONTINUE, ADD, UPDATE) To make sure you don't get logged off, move from page to page in the system at least once every 30 minutes.
- 4) Character counts have been added to the Job Duties and Relevant Info fields on the application as well as the resume and cover letter text boxes to help applicants track entries against character limitations.
- 5) All date fields on the application where a year is to be selected now has the years listed in descending order (e.g. most current year displays at the top of the list)
- 6) A blank "paper" application is now available for printing in the Applicant Information page.
- 7) An applicant user guide will be posted on the website.